

Washington Township Municipal Authority  
Business Meeting Agenda  
October 6, 2009

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Washington Township Municipal Authority  
Business Meeting Minutes  
October 6, 2009

The meeting was opened at 7:30 PM by Chairman F. Eisenhart. Others present were S. McCleaf, L. Frantz, E. Gladhill, J. Blair, S. McFarland and B. Carrigan.

**Business from the Floor**

Mr. Bill Baker and Mr. Jason Baker owners of the Unique Bar and Grill in Blue Ridge Summit, PA approached the Board concerning the tapping fee letter they received evaluating their water consumption in accordance with Resolutions 09-4 and 09-5.

Bill Baker and Jason Baker asked the Board to reconsider assessing their EDU's. The owners reported doing renovations to the apartment above the Unique Bar and Grill in April, 2008 which could be the result of high water usage. Mr. Baker commented that both the apartment and the bar should be considered one unit and feels he should not have his EDU's increased.

The Manager explained that having an apartment above the Unique Bar and Grill is considered two separate dwellings which is a minimum of 1.5 EDU's or possibly 2 EDU's depending on the size of their business. The two independent users should have been set as two separate meters and an additional tapping fee should have applied. The Manager also explained the resolution reflects a yearly assessment of increased water usage and could result in additional EDU's.

Chairman F. Eisenhart requested the owners to appeal their tapping fee increase in writing and the Board will review their request with any others received at a later date.

**Agenda**

The agenda was approved as presented on a S. McCleaf, L. Frantz motion (5-0).

**Minutes of September 15, 2009**

The minutes of September 15, 2009 were accepted as presented on a S. McCleaf, L. Frantz motion (5-0).

**Workshop Minutes of September 29, 2009**

The workshop minutes of September 29, 2009 were accepted as presented on a S. McCleaf, E. Gladhill motion (5-0).

**Adjourn to Workshop (Budget Discussion)**

The Board adjourned to workshop at 7:52 PM on a S. McCleaf, E. Gladhill motion (5-0).

### **Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 9:10 PM.

### **2009/2010 Water/Sewer Budget**

On a S. McCleaf, E. Gladhill motion the Board discussed and adopted the 2009/2010 water budget increasing the water user fees 6%. A 2.5% salary rate increase was approved for non union employees. All changes were discussed and agreed to at an approximate bottom line of \$1,435.79. The motion was accepted as presented (4-1), with J. Blair against.

On a S. McCleaf, E. Gladhill motion the Board discussed and adopted the 2009/2010 sewer budget increasing the sewer user fees 2%. A 2.5% salary rate increase was approved for non union employees. All changes were discussed and agreed to at an approximate bottom line of \$66,000.00. The motion was accepted as presented (5-0).

Approved budgets included a reduction in staff hours and the Board of Directors meetings changing from three to two per month.

### **Smith, Elliott & Kearns Audit Letter**

The Manager presented a letter from Smith, Elliott & Kearns for the 2009 Annual Audit. Authorization was granted on a S. McCleaf, E. Gladhill motion (5-0) to have Chairman F. Eisenhart sign the letter to proceed with the audit.

### **WTMA Projects Update Report**

The Manager presented the September 2009 WTMA Projects Update Report. The WTMA Projects Update Report for September 2009 was approved as presented on a S. McCleaf, J. Blair motion (5-0). The following items were discussed:

**Bubbling Spring Generator-** There will be internal testing and training with staff in advance of cold weather. This project is completed.

**Brookdale/Hess Well Controls-** This project has been completed and final paperwork has been prepared.

**Water Specifications-** A. Zeigler, Project Manager is working with O. Benchoff, Wastewater Superintendent and S. Melego, Water Superintendent to prepare and retest all of the plumbers on the registered plumbers list. This project is completed.

**Hess Well II Permitting-** There has been no activity with this project for the month. More discussion will be needed on this item. Financial considerations, legal obligations and anticipated water needs will play an important role in those talks.

**Valley Avenue-** The water main has been installed and pressure and bacteria tested and tied into the existing lines in August, 2009. The township has completed the swale work and plans to repave next year. The water department and the township worked together to relocate and install a new curb stop and meter pit. The hydrant at the corner was tested on September 30, 2009 and the results were provided to the township. This project is completed.

**Old Forge Road-** The Bids for the Old Forge Road project were received and opened at the September 8, 2009 Board Meeting. Three bids were received and ranged in cost from \$54,000.00 to \$128,900.00. The bids were tabled until the September 15, 2009 Board Meeting. The Board awarded the bid to David H. Martin Excavating at a cost of \$54,000.00 at the September 15, 2009 Board Meeting. A letter was mailed to David H. Martin on September 17, 2009 specifying the items that need to be submitted to the WTMA according to the bid documents.

**Administration Building-** Final payment was issued and an AIA Certificate of Completion and Release of All Mechanics Liens was provided to the WTMA by Jim Rock at the September 15, 2009 Board Meeting. This project is completed.

**Buena Vista Springs-** B. Weaver a contractor who uses horses to remove timber began removing trees on September 14, 2009. As of September 30, 2009 he estimated it would take another two to three weeks to complete. The remainder of the project is not being considered due to the financial situation of the water company to undertake large capital projects at this time.

**Software Conversion-** WTMA Staff have had several training sessions with staff from Software Systems Inc. Turchetta and Associates wrote a program to unlock a lot of the data required for the conversion. The first pass of that program has been run and provided to Software Systems. A second run was performed and a third and final pass will be performed on October 27, 2009. The WTMA will go live with Utility and the general ledger program on November 4, 2009 after reconciling the customer accounts. The first combined billing of water and sewer will be on November 6, 2009.

The payroll module will not be implemented until January 1, 2010 to coincide with the fiscal year for payroll and tax purposes.

### **PA Department of Transportation Property Offer**

The Manager presented documents from the Pennsylvania Department of Transportation to purchase 1,168 square feet of property from the WTMA on Marsh Road for bridge repair work at a cost of \$1,300.00.

The Board accepted the offer from Penn Dot on a S. McCleaf, E. Gladhill motion (5-0).

The motion was then amended to accept Penn Dot's offer and have Chairman F. Eisenhart sign the documents on behalf of the WTMA on a S. McCleaf, E. Gladhill motion (5-0).

### **Permit Renewal for AC&T to Haul Wastewater**

The Manager presented the renewal application for AC&T to haul wastewater from the Washington Township area. The renewal application was accepted as presented on a S. McCleaf, L. Frantz motion (5-0).

### **Subdivisions**

There were no subdivisions to discuss.

### **Miscellaneous**

**Waynesboro Borough Minutes** - The Manager briefly discussed the Waynesboro Borough Minutes dated August 18, 2009.

**Act 537 Submission-** The Manager informed the Board that The Department of Environmental Protection approved the Act 537 submission. The Manager reported that the application for reimbursement was to be included in the submission and neither the Township nor CET Engineering Inc. received the application. The Manager will contact DEP for that application.

**Washington Township Transfer Station Appeal Letter-** The Manager presented a letter from the Township Supervisors concerning the tapping fee letter they received for the Washington Township Transfer Station evaluating their water consumption in accordance with Resolutions 09-4 and 09-5.

The Board will review the letter at a later date with other similar requests.

**WTMA Board Meeting Room-** J. Blair wanted to thank the Water Department for repair to the rear exit door of the Meeting Room.

**Act 537 Special Study Capacity Analysis-** The Manager presented a final draft of the Act 537 Special Study Capacity Analysis. The Board was asked to review the reports and accept the report at the October 13, 2009 Board Meeting. Once the report is approved by the Board the report will be sent to the Township Supervisors for their review and approval.

**WTMA Sign-** Chairman F. Eisenhart commented an arrow was added to the sign located on WTMA's property along Buchanan Trail East to help customers with the location of the new administration building. S. McCleaf indicated the left turn sign located along Buchanan Trail East needs moved back a few feet to avoid blocking the WTMA sign. The Manager will address this matter.

### **Adjourn to Executive Session to Discuss Legal and Personnel Issues**

The Board adjourned to Executive Session at 9:40 PM to discuss legal and personnel issues on a S. McCleaf, E. Gladhill motion (5-0).

**Reconvene to Regular Meeting**

The Board reconvened to regular meeting at 11:15 PM.

**Adjourn**

The Board adjourned at 11:16 PM on a L. Frantz, J. Blair motion (5-0).

These minutes were prepared by S. Eck; Administrative Assistant respectfully submitted this 13th day of October, 2009.

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L. Frantz, Secretary/Treasurer